

Central Intelligence Agency



Washington, D.C. 20505

5 September 2019

Ms. Emma Best
MuckRock News
DEPT MR 64154
411A Highland Avenue
Somerville, MA 02144

Reference: F-2019-00505

Dear Ms. Best:

During a recent shelf review we discovered that we had not acknowledged receipt of your 20 November 2018 Freedom of Information (FOIA) request, received in the office of the Information and Privacy Coordinator on 21 November 2018, for:

1. **Copies of Agency produced photographs and audio and/or video footage of CIA headquarters, facilities or installations for consumption by OGA's, non-profits, members of Congress or commercial entities, including but not limited to those referred to in CIA-RDP80M00165A000400270001; and**
2. **Copies of formal requests for the footage, excluding other FOIA requests and MDR requests, as well as copies of any internal discussions of who should be given or offered said photographs and audio and/or video footage.**

We assigned your request the reference number above. Please use this number when corresponding so that we can identify it easily.

Our officers reviewed your request and determined that as written your request for Item 2 is quite broad. As set forth in the FOIA, a proper FOIA request must "reasonably describe" the records sought. Pursuant to CIA's FOIA regulations, set forth at 32 CFR Part 1900, "reasonably described" means that the records must be described sufficiently to enable professional employees familiar with the subject matter to locate responsive information with a reasonable amount of effort.

Therefore, we recommend that you narrow your request for Item 2. For example, we could search on the past two years or are you seeking records for a larger time frame? In accordance with our regulations, as a matter of administrative discretion, the Agency has waived the fees for this request. We will hold your request for Item 2 in abeyance for 45 business days from the date of this letter pending your response. Once we hear back from

you we will place this request in the order it was originally received.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Lilly' with a stylized flourish at the end.

Mark Lilly
Information and Privacy Coordinator